

City of Tualatin Classification Description

Job Title: File Clerk
Department: Administration
Reports To: Deputy City Manager
FLSA Status: Non-Exempt

Summary: Performs clerical, receptionist, courier and filing duties according to instruction and standard procedures.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Updates files, codes and arranges in correct order. Combines files to avoid and eliminate duplicate files. Maintains files of new resolutions and ordinances, codes and indexes properly.

Assembles all mail to be run through the postage machine. Weighs mail and puts on correct postage. Delivers mail to post office. Delivers mail to all City offices as directed. Balances postage meter.

May relieve receptionist, answering calls and referring callers to correct party. Answers the more routine inquiries. Greets visitors to the office and directs them to the correct staff member.

Prepares copies, distributes as requested.

Drives to various vendors or other locations to deliver and/or retrieve a variety of materials, supplies, or other items as requested.

Searches for and investigates information contained in files, inserts additional data on file records, completes reports, and keeps files current.

Disposes of obsolete files in accordance with established retirement schedule or legal requirements.

Implements changes to the filing system when directed to do so.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies :

Demonstrated ability to organize, file and maintain accurate records.

Customer Service - Manages difficult or emotional customer situations; Responds to requests for service and assistance.

Written Communication - Able to read and interpret written information.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Quantity - Meets productivity standards; Completes work in timely manner.

Safety and Security - Observes safety and security procedures.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) with training in general clerical/secretarial skills; or experience and/or training in general office which may include filing, copying, postage machine, telephone answering or related functions. Knowledge of office practices and procedures, business English and composition, spelling and punctuation. Satisfactory equivalent combination of education and experience may substitute for the above.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Certificates, Licenses, Registrations : Possession of, or the ability to secure possession of, a valid Oregon driver's license.

Physical Demands & Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.